



Embassy of the United States of America

Lisbon, Portugal
August 14, 2014

Dear Prospective Offeror:

SUBJECT: Solicitation Number SPO500-14-R-0003
Replacement of HVAC at the Chief of Mission Residence

The Embassy of the United States of America invites you to submit a proposal for replacement of HVAC at the Chief of Mission Residence (CMR), located on Rua do Sacramento a Lapa, Lisbon.

If you are interested in submitting a proposal on this project, read the instructions in Section L of the attached Request for Proposals (RFP).

If you intend to submit a proposal, you should thoroughly examine all documents contained in the contract solicitation package. The Embassy intends to conduct a site visit (see L.6, 52.236-27) and a pre-proposal conference. All prospective offerors are invited to attend. The pre-proposal conference, will be held at **Rua do Sacramento à Lapa, no. 18, Lisboa at 10:00 a.m. on Thursday, August 21, 2014**. Prospective offerors must notify the Procurement Section, by e-mail, of their representatives who will be attending the meeting not later than **Tuesday, August 19, 2014** so access to the Embassy can be arranged.

Please submit any questions you may have concerning the solicitation documents in writing by **Tuesday, August 19, 2014** to the Procurement Section by email to lisbonprocure@state.gov.

Responses will be sent in writing to all contractors on our list of interested parties.

Your proposal must be submitted in a sealed envelope marked "Proposal Enclosed" to Anthony Loh, Contracting Officer, American Embassy Lisbon, Avenida das Forças Armadas, 1649-044 Lisboa on or before **16:00 hours on September 5, 2014**. No proposal will be accepted after this time.

Complete the OFFER portion of the Standard Form 1442, including all blank spaces, and have the form signed by an authorized representative of your company, or the proposal may be considered unacceptable and may be rejected.

In order for a proposal to be considered, you must also complete and submit the following:

1. Section B;
2. Section K, Representations and Certifications;
3. Bar Chart illustrating sequence of work to be performed;
4. Additional information as required in Section L.

The contract will be a firm fixed price contract, with no adjustment for any escalation in costs or prices of labor or materials. Each offeror will be responsible for determining the amount of labor

and materials that will be required to complete the project, and for pricing its proposal accordingly.

Please be advised that each offeror is responsible for furnishing complete information to its subcontractor and suppliers, such as details and quantities required by the drawings and specifications. Subcontractors and suppliers should not be referred to the Embassy for determining the amount or quantities of materials required.

The project completion time is 90 days after delivery of equipment.

The Contracting Officer reserves the right to reject any and all proposals and to waive any informality in proposals received. In addition, the Embassy reserves the right to establish a competitive range of one or more offerors and to conduct further negotiations concerning price and other terms before awarding the contract, or to award without discussions.

Please direct any questions regarding this solicitation Anthony Loh by letter or by telephone 21 770 2507 during regular business hours.

Sincerely,

A handwritten signature in black ink, appearing to read 'Adelia Monteiro', written in a cursive style.

Adelia Monteiro
Contracting Officer